

VOLUNTEER OPPORTUNITIES

2004 Densho Golf Tournament and Dinner Auction

GOLF REGISTRATION 8:45 AM – 11:30 AM

- Greet and check in guests and players; offer players the Quick Check payment option for the event; clean up area after close of registration.

HOLE-PRIZE MONITORING 10:30 AM – 5:30 PM

- **Hole-in-one** – Monitor hole-in-one prize holes to verify, record, and report winners.
- **Closest to the Pin** – After each tee shot on the designated hole, measure and record the distance of the golfer's ball to the pin (hole).
- **Accurate Drive** – After each tee shot on the designated hole, measure and record the distance of the golfer's ball to the midline of the fairway.

SILENT AUCTION SET-UP 12:00 PM – 4:00 PM

- Assist in setting up the silent auction area.

AUCTION/DINNER REGISTRATION 4:00 PM – 7:15 PM

- Greet and check in guests attending the dinner and auction; register them for their payment choice; hand out bidder packets.

SILENT AUCTION 4:30 PM – 7:15 PM

- Monitor auction tables; mark bid sheets for winning bidders; take bid-sheet copies to the cashier; after silent auction, carry auction items to storeroom.

LIVE AUCTION 6:15 PM – 9:30 PM

- **Spotters** – Each spotter is assigned to a block of tables and will alert the auctioneer of bidding. The best spotters are enthusiastic and create an exciting atmosphere for bidders.
- **Recorders** – Recorders complete the live-auction bid form and note all items and winning bidder numbers on the master record sheet.
- **Exhibitors** – Also known as Vannas, the exhibitors display items on stage. They collect the winning bid form and take the item to the storeroom.
- **Runners** – Runners gather signatures from winning bidders, deliver bidder recognition prizes, and take all copies of auction sheets to the cashier's table. After the auction, runners help direct attendees to the payment and Quick Check area.
- **Cashiers** – Cashiers assist those attendees who did not choose Quick Check by accepting their preferred method of payment and directing them to the auction item pick-up area.
- **Quick Check** – Volunteers working at Quick Check give winning bidders any certificates won and/or direct them to the auction item pick-up area. They inform bidders that their receipt and credit card slip will be mailed to them.
- **Item Transfer/Check-Out** – Volunteers working at check-out compare attendees' receipts with identification tags on the auction items, transfer items to winning bidders, and help attendees carry larger items.

CLEAN UP 8:00 PM – 10:30 PM

- Help pack up and load items into the truck. Thank you!



D E N S H Ō

The Japanese American Legacy Project

Densho Golf Tournament Thursday, September 9, 2004

For more information, contact Densho at 206.320.0095 or
Melissa Samsell, Volunteer Coordinator, at melissas@northwestsuites.com

Mr/Ms Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____
E-mail _____

I have volunteered at a past Denshō tournament.
 Please contact me with future volunteer opportunities.

I WILL HELP WITH (*indicate your first and second choices*):

- Golf Registration 8:45am – 11:30am**
- Hole Monitoring 10:30am – 5:30pm**
- Silent Auction Set-Up 12:00pm – 4:00pm**
- Auction/Dinner Registration 4:00pm – 7:15pm**
- Silent Auction 4:30pm – 7:15pm**
- Live Auction 6:15pm – 9:30pm**
- Clean Up 8:00pm – 10:30pm**
- Yes, please assign me a bidder number for the auction.*

Please fax to 206.320.0098 by Monday, August 9, 2004